

**NORTH HIGHLANDS RECREATION AND PARK DISTRICT
REGULAR MEETING**

Regular Meeting of the Board of Directors
April 10, 2025, 6:30 p.m. – District Office – Regular Meeting
6040-Watt Avenue, North Highlands, Ca 95660
Phone: (916) 332-7440
WWW.NHRPD.ORG

1. CALL MEETING TO ORDER

2. COMMENTS AND REPORTS FROM CITIZENS AND ORGANIZATIONS

Matters under the jurisdiction of the Board of Directors, and not on the posted agenda, may be addressed by the general public at this time. The public may address the Board on each agenda item during the Board's consideration of the item. In order to speak, the speaker must complete and submit a public comment card. The cards are available on a table to the rear of the Boardroom. The card should be handed to the Secretary of the Board. The Chairperson of the Board may use his or her discretion in waving this policy. The Board of Directors limits testimony on matters not on the agenda to three minutes per person and not more than fifteen minutes for a particular subject. Except for public hearings, comments from the public shall not be received until after completion of Board Discussion and deliberation, and just before final action or completion of the agenda item. The Board of Directors cannot take action on any unscheduled matter.

3. ADMINISTRATOR'S REPORT

- A. Sponsorship Recognition Report
- B. Park and Facility Maintenance Report
- C. Recreation Report

4. CORRESPONDENCE

- A. Letter dated March 3, 2025, from County of Sacramento Department of Financial Director Chad Rinde re: Election of Special Districts Representative for the Sacramento County Treasury Oversight Committee.
- B. Letter dated March 18, 2025, from California Association of Recreation and Park District (CARPD), Executive Director Matthew Duarte re: 2025 Slate of Board Officers.
- C. Letter dated February 10, 2025, from California Special Districts Association (CSDA) Election and Bylaws Committee re: CSDA Board of Directors Call for Nominations Seat B.

5. REPORTS FROM STANDING COMMITTEES:

Budget, Finance & Audit: Chairperson Patrick Williams; Members Beau Reynolds
Facility Development: Chairperson Zachary Freels; Member Beau Reynolds
Personnel and Policy: Chairperson Crystal Harding; Member Zachary Freels - Report
Programs, Fees, and Charges: Chairperson Crystal Harding; Member Patrick Williams

6. CONSENT CALENDAR

- A. Approval March 13, 2025, minutes
- B. Approval of payment of the bills for the General Fund and CFD for the month of March 2025.

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

- A. County of Sacramento Department of Finance – Special District Pooled Investment Fund Board re: Nominations for Special Districts Representative for the Sacramento County Treasury Oversight Committee Nominations
Board discussion/action in nominating for Special Districts Representative for the Sacramento County Treasury Oversight Committee.
- B. California Association of Recreation and Park Districts (CARPD) – 2025 Slate of Board Officers Nomination
Board discussion/action in nominating CARPD 2025 Slate of Board Officers.
- C. California Special Districts Association (CSDA) – CSDA Board of Directors call for Nominations Seat B
Board discussion/action in nominating CSDA Board of Directors Call for Seat B.
- D. Policy Revisions
 - #2140 Hardship Leave Contribution
 - #4070.2, 3, 4, 5 Standing Committee Meeting Schedule
 - #4110 Board Compensation

9. CHAIRPERSON’S REPORT

10. COMMENT’S FROM BOARD MEMBERS

11. RECESS

12. CLOSED SESSION

- A. Conference with Real Property Negotiator, Property: Ridgepoint Park (4680 Monument Drive, Sacramento, CA 95842, District Negotiator: Scott Graham, District Administrator, Negotiating Party: Twin Rivers Unified School District, Under Negotiation: Price and terms of payment.

13. ADJOURNMENT

14. DATE, TIME, AND PLACE OF NEXT MEETING

The next regular meeting of the Board of Directors will be on May 8, 2025, at 6:30 p.m. in the North Highlands Recreation Center, 6040-Watt Avenue, North Highlands, CA

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability related modification or accommodation to participate in this meeting, please contact the North Highlands Recreation and Park District Office at (916) 332-7440. Requests must be made as early as possible and at least one full business day before the start of the meeting.

<https://us06web.zoom.us/j/82814177453?pwd=uj3jIVRkeg8zTFsbCexjNSfzTrdz8P.1>

Meeting ID: 828 1417 7453

Passcode: 123

Board of Directors: Joanna McVay, Chairperson; Patrick Williams, Vice-Chairperson; Zachary Freels, Secretary; Crystal Harding, Member; Beau Reynolds, Member; Administrator Scott Graham 4/10/2025

North Highlands Recreation and Park District

Board Agenda

To: Joanna McVay, Chairperson
Board of Directors

From: Scott Graham, Administrator

Date: April 10, 2025

Subject: Administrator's Report

ADMINISTRATOR'S REPORT

1. Sponsorship Recognition Report
2. Parks and Facilities Report
3. Recreation Report

Sponsorship Recognition Report

I have included a report from Rachel Roberston recognizing our Sponsorship partners and the important role they play in the supporting North Highlands Recreation and Park District. Representatives from SMUD and Anthem Blue Cross will be in attendance to receive their recognition plaques.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Scott Graham, Administrator
FROM: Rachel Robertson, Recreation Superintendent
DATE: April 10, 2025
SUBJECT: Sponsorship Recognition

BACKGROUND:

Sponsorships play a crucial role in supporting the programs and events offered by North Highlands Recreation & Park District. We want to take a moment to acknowledge and express our gratitude to the sponsors whose sponsorship terms have now ended.

SPONSORSHIP ACKNOWLEDGMENT:

The following sponsors have completed their sponsorship commitments:

- **Gold Sponsors:** Anthem Blue Cross, Alignment Health, California Mentor, and SMUD.
- **Bronze Sponsor:** Bay Alarms.

Their contributions have significantly enhanced our ability to provide quality recreational opportunities such as the adaptive egg hunt at the Spring Extravaganza, community events attractions such as the ice-skating rink at the Holiday Extravaganza, and park improvements like Paint the Parks. We appreciate their support and look forward to potential future collaborations.

RECOMMENDATION:

Staff recommends formally recognizing these sponsors for their support. SMUD and Anthem Blue Cross representatives will be in attendance at the April 10 Board meeting to receive their recognition plaques.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

To: Scott Graham, Administrator
From: Kevin Kelly, Park and Facilities Superintendent
Date: April 10th, 2025
Subject: Parks/Facilities Report

PARK MAINTENANCE UPDATE:

In the month of January Park Maintenance staff completed the following tasks:

- Maintenance staff pesticide training.
- Emptied the pools at Capehart Park.
- Pressure washed at Strizek Park in support of Paint the Parks.
- Filled a large hole at Ruth Inman Park.
- Repaired a leak on a 6" line at Freedom Park.
- Replaced a broken mirror on a truck.
- Contacted Knight Watch to remove an encampment at Brock Park, the team cleaned out the residual mess.
- Assisted the concrete contractor at Planehaven.
- Irrigation repairs at Freedom Park, Ruth Inman Park, and Cherry Blossom Park.
- Fixed the Park Regulations sign at Ridgepoint Park.
- Cleaned up the fence lines at Cherry Blossom Park.
- Responded to graffiti on the mural at Karl Rosario Park. Partnered with Recreation.
- Contacted Knight Watch about a camper behind the Recreation Center.
- Conducted their daily park checks and weekly maintenance (that the weather would allow) at all District parks and streetscapes at Elverta Park Housing Community.
- Mowed, edged, and trimmed all parks as weather allowed.

FACILITY MAINTENANCE UPDATE:

- Pressure washed the buildings at Brock Park in support of our muralist
- Continued work on the bathrooms at Brock Park (paint coming soon)

FURTHER INFORMANTION

Planehaven Park is still in progress as we wait on the weather. There is little here to report. The new ADA walkway and access ramp is completed. The shade structure is still held up at the County as we wait on our permit application to clear different departments.

The team continues to empty the pools at Capehart Park. This keeps us in compliance with the Sacramento County Vector Control and eliminates a breeding ground for mosquitos.

The team reported graffiti on the mural at Karl Rosario Park. I reported the graffiti to 311 and then partnered with Rachel. Rachel contacted the muralist who went to Karl Rosario and corrected the issue. Note: reporting to 311 initiated an email thread and 311 simply reported it back to us via email for a resolution.

In preparation of a mural being painted on the buildings at Brock Park, the team pressure washed both buildings.

When I got here there was a broken mirror on one of our newer trucks. This fell into the cracks until Larry mentioned it to me when using the truck. I purchased a new mirror on Amazon for \$86 on a Monday and had the mirror installed by our team on Thursday of the same week.

In partnership with Recreation, the team pressure washed a concrete slab, garbage cans and all picnic tables at Strizek Park in support of Paint the Parks.

A leak was noticed around the irrigation valves at Freedom Park. The team excavated a series of valves and identified the leak stemmed from a compression fitting. The compression fitting was found to be loose, the bolts tightened and the leak fixed. The hole was filled and grass seed spread.

During the wind storms, the park regulations sign at Ridgepoint Park was blown/knocked over. The team lifted the sign back into place.

Having identified irrigation problems last month during his preseason irrigation check, Sergio has been working steadily to replace or fix broken heads.

We began reducing the height of the shrubbery along the fence line with the houses at Cherry Blossom Park. The shrubs were brought back to allow space to walk for other maintenance reasons

To support Recreation and the rentability of our Brock Park Sports Complex we have started the process of remodeling the bathroom and snack bar building. Our priority is to make the restrooms serviceable to those who have rented the facility. Step one was to prepare the walls and ceilings for paint. We've moved on to step 2 are beginning the paint and ordering new stall partitions.

INCIDENT/ACCIDENT REPORT UPDATE:

No incidents or accidents to report

PARK AND FACILITIES PROJECT PHOTOS:

Six Inch Main Repair @ Freedom Park



Pressure Washing @ Strizek Park



Brock Park Restroom Remodel



Pressure Washing Brock Park Buildings



Graffiti @ Karl Rosario Park



Clean Up of Encampment @ Brock Park



Camp Behind The Recreation Center



Concrete @ Planehaven



Replacement Mirror



Cherry Blossom Park Fences



Fixed Park Regulations Sign @ Ridgepoint



Freedom Park Sprinkler Repair



NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Scott Graham, Administrator
FROM: Rachel Robertson, Recreation Superintendent
DATE: April 10, 2025
SUBJECT: Recreation Division Report

Toddler/Youth/Teen Programs

- Youth Basketball League – Lightly competitive basketball league that gives players the opportunity to learn the fundamentals of basketball and compete weekly to earn Champion status. Program is led by a variety of part-time staff, volunteers, and contracted referees. Program concluded the season with playoffs and championship games. 92 participants.
- Youth Cheer – Participants practice once a week and perform at the 6/7 Grade Basketball League games on Saturdays. Program is led by contractor Stacie Ford. Program concluded the season. 15 participants.
- Tots & Pots – New program that teaches toddler age participants how to care for plants and planted the first seeds. 13 participants (10 TRUSD, 3 paid).
- Princess & Pastries – Rapunzel the Princess and participants enjoyed themed crafts, snacks, and games. 12 participants (10 TRUSD, 2 paid).
- Dance with Stacie Ford (contractor) held its first session for Spring. Stacie leads participants through learning new steps, forms, and techniques.
 - Youth Jazz & Hip Hop – 16 participants (10 TRUSD, 6 paid).
 - Teen Jazz & Hip Hop - 13 participants (10 TRUSD, 3 paid).
- Youth Cooking (session 1) participants made Yogurt Toast and Bird Nest Cookies. 11 participants (10 TRUSD, 1 paid).
- Teen Cooking (session 1) participants made Egg in Pepper English Muffins and Carrot Cake Muffins. 11 participants (10 TRUSD, 1 paid).

Dragon's Den

- This month's theme was Magical Creatures and students learned about Cyclops, Golems, Gnomes, Mermaids, and many more! Activity highlights include: Big Foot Dioramas, Werewolf teeth necklaces, and their very own Goblin potion.
- Every Monday students participated in two staff clubs and then lead their own clubs.
- Our garden club with Color the Block returned on March 26th.
- We hosted our 8th family night on the last day of March. This was a multicultural food family night where families brought a dish that represented them and their family.

Adult Programs

Adult & Senior Pickleball

- Session 1 began in March. 9 participants.

Adult Volleyball

- Spring session began. 4 teams.

Senior Programs

Game Day (Monday)

- Game Day averaged 9 participants
Bingo (Tuesday)
- Bingo averaged 27 participants.
Dance (Wednesday)
- Dance averaged 11 participants.
Senior Movies (1st Wednesday/Month)
- The March movie was It Ends with Us.
 - Senior movie had 11 participants.
 Harvestime (Thursday)
- Harvestime averaged 17 participants.

Rentals

- Capehart Gym: 23
- Community Center: 3
- Freedom Park: 0 – not in season
- Recreation Center: 0
- Ridgepoint Gym: 4
- Birthday Parties: 1

Paint The Parks

- Staff and volunteers completed our 7th Paint the Parks project out at Strizek Park on March 26th. This project included repainting all the benches, trashcans and a positive affirmation hopscotch. Staff and volunteers painted musical instruments, notes and vinyls.
- A total of 7 volunteers committed to this project.
- Thank you to Home Depot-Antelope for donating more paint to our initiative!

Mural Project – Ruth Inman

- Our third mural project took place at Ruth Inman Park. This project was fully sponsored by funding from PRO Youth & Family non-profit.
- Funding is grant based and the requirement for NHRPD was to gather feedback from youth and teens from the community on what they would like to see on the mural.
- Ruth Inman mural focus was a welcome sign that tied in history of the community. Top results from the survey were: diversity, love, and McClellan Airforce base.

Special Event - Art In The Park at Ruth Inman

- Averaged about 20 participants.
- Patrons were able to visit the new mural, paint their own canvas', food art activity, doodle on Art Van Go, and play games!

Scholarships

- 3 scholarship awarded for the month of March.
- \$3,945.00 was allocated for FY 2024-25.
 - \$3,001.50 remains in the account.

- Staff continues to market the opportunity through the Recreation Guide, the sign board, social media, on the gym bulletin board, website, and at resource fairs.

Marketing

- The monthly March newsletter went out on 3/3.
 - 45,363 site views
 - Top 3 site views: Board Meetings, Freedom Park, Community Rentals
 - 4 new subscribers.

Community Resources

- Community Meeting held by Supervisor Rodriguez in the Recreation Center – 3/3
- Roundtable Community meeting was held in the Recreation Center – 3/24
- Sacramento County held a vaccine clinic in the Community Center – 3/25
- CPAC held their monthly meeting in the Recreation Center – 3/25

Miscellaneous Updates

- Staff attended YTRS training focused on TK groups – 3/6
- Staff member Rachel and Kayla attended the North Watt Business Watch meeting – 3/10
- Staff attended TRUSD Career Fair and focused on recruiting for summer – 3/13
- Staff attended CJUSD Career Fair and focused on recruiting for summer – 3/21
- Staff attended Village Elementary School's Career Presentation and connected with students TK – 8th grade. Presentations were held over 3 days.
- Staff attended TRUSD EXLP Math Bowl at Highlands High School – 3/26

Paint The Parks at Strizek



Youth Basketball

2nd/3rd Grade Division



4th/5th Grade Division



6th/ 7th Grade Division



Ruth Inman Mural

FRONT



BACK



Department of Finance

Chad Rinde

Director



County of Sacramento

Divisions

Auditor-Controller

Consolidated Utilities Billing &
Service

Investments

Revenue Recovery

Tax Collection & Licensing

Treasury

March 3, 2025

To: Special District Pooled Investment Fund Board Presidents

Subject: **ELECTION OF SPECIAL DISTRICTS REPRESENTATIVE FOR THE SACRAMENTO COUNTY TREASURY OVERSIGHT COMMITTEE**

Dear Board President,

On February 27, 1996, the Board of Supervisors established the Sacramento County Treasury Oversight Committee by Resolution #96-0163, as required by Government Code Section 27131. The code allows the Board of Supervisors, in consultation with the Director of Finance, to establish a committee composed of three to eleven members. The committee established by the Board consists of ten members, one of whom represents special districts with funds in the County Treasury. Mr. Dave O'Toole has represented the special districts in this position since 2022. As his term expires on June 30, 2025, a new election must be held.

The following outlines the duties, qualifications, and restrictions for committee members:

The duties of the committee are established under the Government Code Sections 27132, et seq. These duties include reviewing the Investment Policy of the Pooled Investment Fund, conducting quarterly reviews of investments, and causing an annual audit of the portfolio. The committee may neither direct individual investments nor infringe upon the day-to-day operations of the County Treasury.

This position requires academic or practical experience in public finance. The term of the appointment is normally three years. Members of the Treasury Oversight Committee: 1) may not be employed by any entity that has either contributed to a campaign of a candidate for the office of local treasurer or contributed to the campaign of a candidate to be a member of a legislative body of any agency that has money deposited in the County Treasury in the previous three years or during the period that the employee is a member of the committee; 2) may neither directly nor indirectly raise money for a candidate for either local Treasurer or a member of the governing board of any local agency that has money deposited in the County Treasury; and 3) may neither secure employment with nor be employed by bond underwriters, bond counsel, security brokerages or dealers, or financial services firms, with whom the Treasurer is doing business either as a member of the committee or for one year after leaving the

700 H Street, Suite 3650, Sacramento, CA 95814

Office (916) 874-7248 | finance.saccounty.gov

March 3, 2025

Page 2

committee. Members must file a Statement of Economic Interests (Form 700) upon assuming office and annually thereafter and must complete at least two hours of training in general ethics principles and ethics law every two years.

Attached is the Treasury Oversight Committee fact sheet. We request that your district's governing board provide us with a nomination by April 14, 2025. Individuals nominated must meet the criteria on the fact sheet. Please include a resume and one-paragraph candidate statement for the nominee. On April 21, 2025, a ballot listing the nominations will be mailed to you. Ballots must be returned to us no later than May 30, 2025, at 5:00 p.m. We will tabulate the ballots and notify you of the election results by mail on June 6, 2025. A runoff election will be held if the vote is tied. We expect the elected Special Districts Representative to the Treasury Oversight Committee to be ratified by the Board of Supervisors on July 22, 2025. We look forward to working with the representative elected to fill this position.

If you have any questions, please call Bernard Santo Domingo, Chief Investment Officer, at (916) 874-7320.

Sincerely,



Chad Rinde

Director of Finance

Enclosure

TREASURY OVERSIGHT COMMITTEE FACT SHEET

CONTACT PERSON

Bernard Santo Domingo, Chief Investment Officer, (916) 874-7320

DUTIES

The County Board of Supervisors created the Treasury Oversight Committee (the "Committee") on February 27, 1996 in accordance with Government Code Section 27131. The Committee is responsible for reviewing the quarterly Pooled Investment Fund reports, monitoring and reviewing the County Treasurer's annual Investment Policy, and causing an annual audit of the Pooled Investment Fund portfolio. The Committee is advisory and does not direct individual investment decisions, select investment advisors, brokers, or dealers, or impinge on the day-to-day operations of the county treasury.

MEMBERSHIP

County Director of Finance
Board of Supervisors Representative
Superintendent of Schools Representative
School & Community College Districts Representative
Special Districts Representative
Public Members: 5 Members

TERM

Term of Office
Term of Office
Term of Office
Three-year elected term, may be reelected
Three-year elected term, may be reelected
Three-year appointment, may be reappointed

QUALIFICATIONS

A majority of public members must have expertise or an academic background in public finance. The other public members shall be economically diverse and bipartisan in political registration. All other members must have expertise or academic background in public finance. Members must file a Statement of Economic Interests (Form 700) within 30 days of assuming office and file annually thereafter.

RESTRICTIONS

- 1) A member may not be employed by any entity that has, in the previous three years or during the period that the employee is a member of the Committee, contributed to the campaign of a candidate for either the office of local treasurer or the legislative body of any agency that has deposited funds in the County Treasury.
- 2) A member may not, directly or indirectly, raise money for a candidate for either local treasurer or a member of the governing board of any local agency that has deposited funds in the County Treasury.
- 3) A member may not secure employment with or be employed by bond underwriters, bond counsel, security brokerages or dealers, or financial services firms with whom the Treasurer is doing business either as a member of the Committee or for one year after leaving the Committee.

MEETINGS

The meetings are scheduled for the third Friday of the second month following the end of each quarter. Meetings are held at the County of Sacramento Administration Building, 700 H Street, Hearing Room One, Sacramento, CA 95814.



March 18, 2025

TO: CARPD Member Districts

FROM: Matthew Duarte, Executive Director

SUBJECT: 2025 SLATE OF BOARD OFFICERS

Hello CARPD Members! The CARPD Conference is rapidly approaching and with it the annual CARPD General Membership Meeting. As we do every year during that meeting, the CARPD Board of Directors Election is conducted by the membership. This year, the election will take place at approximately 8:00a.m. on May 22, 2025 at the CARPD Conference in San Diego, California.

In accordance with CARPD Association Bylaws, **CARPD is soliciting any qualified candidates interested in serving on the CARPD Board of Directors.** Nominees must be individuals affiliated (as Board of Directors, employees or otherwise) with active members in good standing.

Furthermore, pursuant to CARPD Association Bylaws at Article 5, subsection 6, the CARPD Nominations Committee has submitted the following slate of candidates for the open Board positions:

CARPD 2025 Slate of Board Officers

President – Elect	Jesus Perez, Bear Mountain Recreation & Park District
Secretary	Doug Nickles, Conejo Recreation & Park District
Director at Large	Two Positions to be Elected:
(Odd Year)	Jan Bissell, Valley-Wide Recreation & Park District Michael Seaman, Fulton-El Camino Recreation & Park District
Administrator Rep	One Administrator Position to be Elected:
(Odd Year)	Mat Fuzie, Livermore Area Recreation & Park District

In addition to the slate identified by the Nominations Committee, Member Districts may also nominate one of its board members for the positions of President-Elect, Secretary, or Director-at-Large, or nominate its General Manager, Assistant General Manager or Chief Administrative Officer, for Administrator Representative, by submitting a letter and a copy of a board resolution supporting such nomination to CARPD prior to the annual meeting.

Any Member District wishing to submit a nomination should submit a letter of nomination (cover letter indicating who is running and for what position) and a copy of its Board Resolution supporting the nomination directly to my attention at mduarte@capri-jpa.gov. To be sure a nominee is included on the ballot, the letter and resolution must be received no later than close of business on **Friday, May 9, 2025**.

Finally, any qualified candidate may be nominated from the floor at the election and, if elected, provide the President with a resolution from the member district's board endorsing the nominee to serve on the corporation's Board of Directors not later than sixty (60) days after the annual meeting. The candidate will not commence into office unless and until such time as the resolution is presented to the corporation's Board of Directors.

If you have any questions regarding the election or its procedures, please feel free to contact me at (916) 722-5550. Thank you and hope to see you all at the Conference in San Diego!

Sincerely,

A handwritten signature in blue ink that reads "Matthew Duarte". The signature is written in a cursive, flowing style.

Matthew Duarte
Executive Director

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Any Member District wishing to submit a nomination should submit a letter of nomination (cover letter indicating who is running and for what position) and a copy of its Board Resolution supporting the nomination directly to my attention at mduarte@capri-jpa.gov. To be sure a nominee is included on the ballot, the letter and resolution must be received no later than close of business on **Friday, May 9, 2025**.

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If you have any questions regarding the election or its procedures, please feel free to contact me at (916) 722-5550. Thank you and hope to see you all at the Conference in San Diego!

Sincerely,

A handwritten signature in blue ink that reads "Matthew Duarte". The signature is written in a cursive style.

Matthew Duarte
Executive Director

CARPD Board of Directors

2025 Election

Each year during the CARPD General Membership Meeting, the CARPD Board of Directors Election is conducted with the membership at large. This year's Election will take place at:

May 22, 2025 @ 8:00 a.m.

Paradise Point Resort & Spa
1404 Vacation Road
San Diego, CA 92109



Board Responsibilities

The CARPD Board of Directors is the governing body responsible for all policy decisions related to support, education, member services, outreach, and advocacy to recreation and park districts throughout California. The CARPD Board of Directors generally meets 4-5 times per year at the CAPRI Office in Roseville and at the Annual CARPD conference.



Board Positions

The CARPD Board of Directors is comprised of *eleven* Directors that oversee the operations of the organization and provide direction to the Executive Director. This year, there are *five* positions up for election: President-Elect, Secretary, Director-at-Large (x2), and Administrator Representative.



Board Qualifications

In order to be qualified for service on the Board, candidates must either be members of the Board of Directors of a CARPD member or "Administrators" employed as General Manager, Assistant General Manager, or Chief Administrative Officer of a CARPD member. For more information on candidate qualifications, please contact Executive Director, Matthew Duarte. mduarte@capri-jpa.org.

Submit Nominations to

CARPD Or by email (preferred)
1075 Creekside Ridge, Suite 240 Matthew Duarte
Roseville, CA 95678 Email: mduarte@capri-jpa.gov



**California Special
Districts Association**

CSDA

Districts Stronger Together

DATE: February 10, 2025

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2026 - 2028 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations in the Northern Network is April 21, 2025. The deadline for receiving nominations in all other Networks is April 11, 2025. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 10, 2025. All votes must be received through the system no later than 5:00 p.m. July 25, 2025. The successful candidates will be notified no later than July 29, 2025. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2025.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat B – Kim Seney, Director, Gold Mountain Community Services District
Sierra Network	Seat B – Jerry Gilmore, Director, Truckee Sanitary District*
Bay Area Network	Seat B – Ryan Clausnitzer, General Manager, Alameda County Mosquito Abatement District*
Central Network	Seat B – Lorenzo Rios, CEO, Clovis Veterans Memorial District*
Coastal Network	Seat B – Scott Duffield, General Manager, Heritage Ranch Community Services District*
Southern Network	Seat B – Don Bartz, General Manager, Phelan Pinon Hills Community Services District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 10, 2025.* All votes must be received through the system no later than 5:00 p.m. July 25, 2025.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net **by April 25, 2025** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 10, 2025 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



California Special
Districts Association
Districts Stronger Together

2026-2028 TERM BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

**Return this form, a Board resolution/minute action supporting the candidate, and
Candidate Information Sheet by mail or email to:**

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

Northern Network - Extended due to vacancy: April 21, 2025 at 5:00 p.m.

All other networks: April 11, 2025 at 5:00 p.m.



2026-2028 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



California Special Districts Association

DISTRICT NETWORKS



NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD MEETING MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: March 13, 2025

Time: 6:30 p.m. – Regular Meeting

Place: North Highlands District Offices (6040-Watt Avenue, North Highlands, CA)

Member Present: Joanna McVay, Pat Williams, Zachary Freels, Crystal Harding, Beau Reynolds
(Ms. Harding arrived at 6:36 p.m.)

Members Absent:

Staff Present: Scott Graham, Administrator
Rachel Robertson, Recreation Superintendent
Kevin Kelly, Park Superintendent
Terri Smith, Administrative Service Manager

Guests Present: Leia Schenk

MEETING TO ORDER:

Chairperson McVay called the meeting to order at 6:31 p.m.

COMMENTS AND REPORTS FROM STANDING CITIZENS AND ORGANIZATIONS

3/1/25

Motion by Board Member Williams, seconded by Board Member Freels to approve taking item C Facility Fee Waiver for Empact Community Organization Festival at Ridgepoint under New Business out of order and move it under Comments and Reports from Citizens and Organization.

AYES: McVay, Williams, Freels, Reynolds
NOES: -0-
ABSTAIN: -0-
ABSENT: Harding

Administrator Graham went over his report regarding waiving the fees for Empact Community Organization to use Ridgepoint Elementary School on Saturday April 19th, he then introduced Leia Schenk, founder of Empact Community Organization.

Leia Schenk, founder of Empact Community Organization described her organization and what they do with questions and comments from board members Williams and Freels.

- Social Justice Non-Profit Organization
- They do community advocacy work in the school district and the community
- Private responders
- April is Autism awareness month, and this will be the eighth year they have done Autism Festival.
- Wanted to target North Highlands due to North Highlands is a community that does not get the services.

- Autism activities, sensory friendly games and sports, arts and craft stations, workshops and informational sessions, and quiet zones for sensory regulation.
- We are not a funded organization we run off donations and sponsorships.
- We do not make money off this festival, I do it because of needs for the children.

3/2/25

Motion by Board Member Reynolds, seconded by Board Member Harding to approve the rental request and waiver of rental fees for Empact Community Organization for a non-profit resource event at Ridgepoint School on Saturday, April 19, 2025.

AYES: McVay, Williams, Freels, Reynolds
 NOES: -0-
 ABSTAIN: -0-
 ABSENT: Harding

ADMINISTRATOR’S REPORT:

Oral Report by Administrator Scott Graham with questions and comments from the Board

- Scott shared the final version of the Drug and Alcohol and Reasonable Suspicion Testing Policy. He stated that we opted to put it in section 2340 Conduct of Employees. Policy itself has been distributed to all the full-time staff. Supervisors and coordinators will reach out to all our part-time staff to make sure they receive the policy and get an acknowledgement form from all of our employees to put in their employee file.
- Recreation Superintendent Rachel Robertson went over her 70 years of Service/Planehaven Grand Re-Opening with questions and comments from the Board.
 - Tying this in with Planehaven Grand Re-opening event, with making it like a birthday party.
 - The big initiative that we want to launch is the 70 acts of Service, running from June 2025 through June 2026.
 - Documenting out of ordinary acts of services that we our staff are doing, or board are doing and also we want hear from the public that they are doing in the community.
 - Document on our website and social media.
- Scott stated that the CPRS D2 Awards Ceremony Wrap Up will be addressed by Rachel in her report. He stated that he did attend the dinner that night in Rocklin and our District and the Recreation Team were recognized for the Community event, for Paint the Parks.

Report by Park Superintendent Kevin Kelly presented his division report with questions and comments from the board:

Oral Report by Recreation Superintendent Rachel Robertson with questions and comments from the Board:

- Rachel stated that she wanted to recognize Paint the Park award, obviously it was a recreation and community award. She stated that Paint the Park award and the program itself is everyone’s award.
- This project was completely funded by specific donations given to us or by our sponsor’s fund, the district did not spend any of the district money.
- I want to thank everyone that has been a part of Paint the Park, sponsors, park team, Scott, and our volunteers.

CORRESPONDENCE:

Administrator Graham went over CSDA correspondence re: Board of Directors Call for Nomination Seat. He stated that any board member or any general manager in good standing can toss their hat in the race for that position. Deadline for receiving Nomination for that seat is April 11, 2025.

REPORTS FROM STANDING COMMITTEES:

Budget, Finance & Audit Committee Chairperson Williams reported that he and Member Reynolds met with Administrator Graham on the 6th of March to talk about the Contingency Fund.

- We talked about putting a cap on the contingencies.
- Scott gave six (6) years of percentage comparison to the budget.
- % Wage went from 2% up to 5%
- Decided to set the contingency at 3%, for maximum up to \$250,000
- Come back in five (5) years (2030)

Facility & Development Committee Chairperson Freels passed out brief summary of the highlights regarding the committee's meeting on February 21st with questions and comments from Joanna McVay.

- Fund Development
 - Scott stated that the District will pursue LWCF fund
 - Park bonds was postponed until the next meeting
 - Scott recapped that Carmichael district successfully ran a bond that allocated almost \$12 million.
- Facility Redevelopment & Aquatics
 - In the time since we had this meeting, new developments has come up related to Foothill Farms school which underscores some of our conversations for our next meeting. We lost access to Foothill Farms pool.
 - The District will need to pursue other options which is redeveloping north highlands pool at Capehart.
 - Member Reynolds suggested that the District create a project list that could be used to establish priorities the proposed board retreat.
 - Park Superintendent Kelly offered to create a deferred maintenance list that is color coded to reflect project urgency.
 - Discussed the Capehart redevelopment project and aquatic facility development.
 - Administrator Graham suggested that we pursue a redevelopment agreement regarding the pool at Highlands High School, this may be the more feasible option. This could open a possible skate park at Capehart in the pool there.
- Community Gardens
 - Member Freels requested staff follow-up with the Sierra Service Project, an organization that does gardening, landscaping, and workforce development in the area
 - Member Reynolds suggested that we offer additional gardening programming to encourage residents to create their own gardens. Specifically, gardening on a post-stamp as a model that should be offered by the district.
 - Administrator Graham advised him to have the matter considered by the Programs & Fees committee.
- Partnership Development
 - Member Freels suggested the district partner with an existing organization or form its own "Friend of North Highlands" that could be used as a fiscal vehicle for TOT or Impact 100.
 - District should also host an annual large dollar donor event such as a golf tournament and a small donor event such as a crab feed.
 - Specific organizations we should seek sponsorship from could include professional sports teams, visit Sacramento, and local businesses.

- Administrator Graham suggested that we use Sacramento Regional Community Foundation for large donor giving.
- Member Freels also suggested that the fund could be used to function as a land trust to acquire additional parcels throughout the district.
- Member Reynolds suggested we partner with the Sacramento Community Land Trust or other entities to pursue those strategies.

CONSENT CALENDAR

3/3/25

Motion by Board Member William, seconded by Board Member Freels to approve the consent calendar with questions and comments from the Board.

AYES: McVay, Williams, Freels, Harding, Reynolds
 NOES: -0-
 ABSTAIN: -0-
 ABSENT: -0-

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. Bluebirds Take Flight Lasagna Feed Fund Raiser
 Recreation Superintendent Murray went over the fundraising event with questions and comments from the board.
- Bluebirds Take Flight is a non-profit educational and charitable organization
 - They are military services to all military branches.

3/4/25

Motion by Board Member Williams, seconded by Board Member Freels to approve staff's recommendation for the rental request for the Bluebirds Take Flight Lasagna Feed fundraising event in Kay F. Dahill Community Center.

AYES: McVay, Williams, Freels, Harding, Reynolds
 NOES: -0-
 ABSTAIN: -0-
 ABSENT: -0-

- B. Updating District Logo
 Recreation Superintendent Murray stated please say yes with questions and comments from the board.

3/5/25

Motion by Board Member Williams, seconded by Board Member Reynolds to approve staff's recommendation for updating the district's new logo on all platforms.

AYES: McVay, Williams, Freels, Harding, Reynolds
 NOES: -0-
 ABSTAIN: -0-
 ABSENT: -0-

- C. Facility Fee Waiver for Empact Community Organization Festival at Ridgepoint
 Board took this out of order under Comments and Reports from Citizens and Organization.

- D. Policy Revisions
Board discussion regarding Policy 3050.9 Contingency Fund Reserves on the three options.

3/6/25

Motion by Board Member Harding, seconded by Board Member Freels to approve contingency fund at 5% of the annual budget, up to a maximum of \$250,000 per year. This policy will re reviewed again in March 2030.

AYES: McVay, Williams, Freels, Harding, Reynolds
NOES: -0-
ABSTAIN: -0-
ABSENT: -0-

CHAIRPERSON'S REPORT:

None

COMMENTS FROM BOARD MEMBERS:

Board Member Freels stated that he attended Supervisor Rodriguez forum, he stated that there was nothing discussed about parks, it was center around that she is getting oriented.

- Public Safety
- Homeless outreach team

Board Member Freels stated that if any Board Members are available on Saturday, he is doing a community emergency response training with Sacramento Fire at McClellan, and they need volunteers to play dead.

Board Member Harding asked what is happening to Freedom Park project update.

Scott stated that he will bring updates back in April. He stated that we have until 2026 to complete the ARPA Fund.

Board Member Harding asked are we going to pursue any of the awards with CARPD or CPRS.

Scott stated that we will be submitting nominations to CARPD, he stated that we got good feedback from board members, and we have some things to celebrate with staff as well. Deadline is April 5th.

Board Member Harding stated that she thinks we should have an opt out on the website.

Board Member Harding stated that March is social worker month.

Board Member Harding thanked Rachel for the article.

Board Member Williams asked if the District could get prices for gates.

RECESS

7:41 pm Chairperson McVay called a recess before going into a closed session

CLOSED SESSION

Chairperson McVay called the closed session to order at 7:53 pm

- A. Closed session for Real Property Negotiation, Property: Ridgepoint Park (4680 Monument Drive, Sacramento, CA 95842, Agency Negotiators: Scott Graham, District Administrator, Negotiating Parties: Twin Rivers Unified School District, Under Negotiation: Price and terms of Payment).

Chairperson McVay adjourned the close session at 8:11 pm

RECONVENE OPEN SESSION

Chairperson McVay re-called the open session 8:11 pm

- A. Open session for Designation of Real Property Negotiator - Scott Graham, District Administrator, Property: Ridgepoint Park (4680 Monument Drive, Sacramento, California 95842), Negotiating Parties: Twin Rivers Unified School District.

Chairperson McVay stated that the Board directed Administrator Graham to enter negotiations with TRUSD regarding a parcel at Ridgepoint School.

ADJOURNMENT

Chairperson McVay adjourned the regular board meeting at 8:12 pm.

DATE, TIME, AND PLACE OF MEETING

The next regular meeting of the Board of Directors will be on April 10, 2025, at 6:30 p.m. in the North Highlands Recreation Center, 6040-Watt Avenue, North Highlands, CA.

Signature

Signature

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT MARCH 2025
(Bills paid in February 2025)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
	<u>BENEFITS</u>			
1210	Retirement	Voya	Mar-25	
1230	Insurance	California Choice	Apr-25	\$ 13,617.69
1230	" " "	CoPower	Apr-25	\$ 1,282.50
1240	Workers' Comp	CAPRI	4th Qtr	\$ 15,191.70
	Total			30,091.89

SERVICES & SUPPLIES

2029	Bus./Conf Exp	USBank	CARPD,CPRS (Conference)	\$ 497.36
2029	" " "	Freels, Z	Reim CARPD Conference	\$ 161.60
2039	Empl Trans	Jew, Kelly	February 2025 Mileage	\$ 22.61
2039	" " "	Kersevan, Chirs	February 2025 Mileage	\$ 22.40
2039	" " "	Mayberry, Sarah	February 2025 Mileage	\$ 23.10
2039	" " "	Murray, Rachel	February 2025 Mileage	\$ 38.01
2039	" " "	Thayer, Kayla	February 2025 Mileage	\$ 47.53
2039	" " "	Young, Megan	February 2025 Mileage	\$ 81.34
2076	Office Sup	Walkers	Supplies	\$ 96.22
2076	" " "	Caltronics	copies	\$ 193.90
2076	" " "	Walkers	Supplies	\$ 68.27
2076	" " "	USBank	Amazon (office supplies)	\$ 88.55
2076	" " "	Walkers	Supplies	\$ 67.48
2076	" " "	Walkers	Supplies	\$ 43.57
2076	" " "	Walkers	Supplies	\$ 129.28
2104	Agri/Hort	Steve's Rock	Supplies	\$ 28.55
2111	Bldg Maint. Serv.	USBank	J&J Locksmith (Keys)	\$ 19.40
2112	Bldg Maint. Supplies	Home Depot	Supplies	\$ 74.77
2112	" " "	Home Depot	Supplies	\$ 40.21
2112	" " "	Home Depot	Supplies	\$ 368.59
2112	" " "	USBank	AllPartitions,Big5 (Bleachers,Bball Net)	\$ 74.61
2112	" " "	Home Depot	Supplies	\$ 160.52
2112	" " "	O'Reilly	Supplies	\$ 8.61
2112	" " "	O'Reilly	Supplies	\$ 11.84
2142	Land Imp Sup	Sprinklers Service	Supplies	\$ 1,933.27
2162	Paint Sup	Home Depot	Supplies	\$ 45.15
2162	" " "	Home Depot	Supplies	\$ 553.29
2191	Electric	SMUD	3548415 3244 Freedom Park	\$ 209.64
2191	" " "	SMUD	7000000346 District	\$ 3,377.91
2191	" " "	SMUD	2919472 Rec/Dudley BLDG 1472	\$ 74.31
2191	" " "	SMUD	2733018 Aztec	\$ 1,395.52
2192	Nat'l Gas	PG&E	8802679102-5 3829 Stephen Drive	\$ 127.55
2192	" " "	PG&E	2198624112-9 7916 Aztec BLDG 518	\$ 632.04
2192	" " "	PG&E	0593497194-5 7916 Aztec BLDG 5360	\$ 8.33
2193	Refuse	Republic Service	3929 Karl, 7916 Aztec Way, 6040 Watt	\$ 550.44
2193	" " "	Public Works	JANUARY 2025	\$ 170.70
2195	Sewage	Sac Utilities	2802 Perrin	\$ 222.99
2195	" " "	Sac Utilities	3843 Bainbridge	\$ -
2195	" " "	Sac Utilities	3911 Blackfield Dr.	\$ -

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT MARCH 2025
(Bills paid in February 2025)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>		<u>AMOUNT</u>
2195	Sewage	Sac Utilities	3929 Karl Dr.	\$	-
2195	" " "	Sac Utilities	6040 Watt	\$	-
2195	" " "	Sac Utilities	3721 Navaho Dr.	\$	-
2197	Tele & Teleg	Comcast	Service - Shop	\$	102.88
2197	" " "	Comcast	Service - District	\$	157.06
2197	" " "	USBank	T-Mobile (Rec Cell Phone)	\$	131.67
2197	" " "	Telepacific	Service	\$	1,037.35
			Memorial, Larchmont, Brock #1, Brock #2, Navaho Bldg 518, Navaho bldg 539, Navaho/chip,Karl Dr., Strizek, Karl&Rosario,Planehaven,Wings Way, 6040 Watt,Freedom		
2198	Water	Sac Suburban	Watt,Freedom	\$	4,397.97
2198	" " "	CA/American	Chardonnay	\$	333.57
2198	" " "	CA/American	Sierra	\$	492.11
2205	Auto Maint. Serv	NH Tire Pros	Loose tire	\$	167.10
2205	" " "	J&T Auto	Oil Change 2017 Ford F150	\$	120.00
2205	" " "	J&T Auto	Oil Change 2021 Ford F150	\$	120.00
2205	" " "	NH Tire Pros	Tires on trailers	\$	472.34
2275	Rents & Leases	Cintas	Service	\$	112.01
2275	" " "	DLL Financial	Copier	\$	203.95
2275	" " "	CIT - Avaya	phones	\$	418.26
2275	" " "	Cintas	Service	\$	112.01
2322	Custodial Sup	A1 Janitorial	Supplies	\$	497.59
2322	" " "	A1 Janitorial	Supplies	\$	220.71
2322	" " "	A1 Janitorial	Supplies	\$	247.03
			Amazon,OTC,Walmart,LittleCeasar (Spring Extrav., DragonsDen,Cupid Crew,Cooking)		
2332	Food	USBank	DragonsDen,Cupid Crew,Cooking)	\$	285.41
2531	Legal	Kreisberg Law Firm	February 2025 Service	\$	346.50
2531	" " "	BKS Law Firm	February 2025 Service	\$	3,403.97
2591	Other Prof Serv.	American Eagle Enterprise	Gym Bleachers repair	\$	1,850.00
2591	" " "	Knight Watch	3/1-3/15	\$	2,700.00
			Procure,Microsoft,WhenIWork,Streamline (Programs, Capehart,DistrictOffice,Services,DragonsDen, Scheduler,Website)		
2591	" " "	USBank	Scheduler,Website)	\$	1,392.24
2591	" " "	Cintas	Services	\$	202.84
2591	" " "	Concrete By 3 Brother	Planehaven	\$	3,479.52
2591	" " "	Sentinel Fire	7916 Service	\$	175.86
2819	Registration Service	Pattison and Associates,	Appraisal of Proposed RP Lot	\$	3,000.00
2851	Recreation Service	Ford, Stacie	Instructor Pay	\$	770.00
			Meta,PennyWlse,Amason (YthBbBall,Swag, Scoreboard,CapehartBleachers)		
2851	" " "	USBank	Scoreboard,CapehartBleachers)	\$	729.83
2851	" " "	SMOA	Youth Bball Ref	\$	664.00
			Smart&Final,CrownAwards,Big5,Amazon,OTC (Yth Bball,Harvestime,SpringExtrav.,DragonsDen,Pom PomsRefund)		
2852	Recreation Sup	USBank	(Bank Fees/Bank Analysis Fees \$77.14/Active PomsRefund)	\$	1,140.11
			(Bank Fees/Bank Analysis Fees \$77.14/Active Fee \$381.02)		
2898	Other Oper Exp	NHRPD - BANK FEES	Fee \$381.02)	\$	458.16
2898	" " "	USBank	SacCounty (parking)	\$	5.25
	TOTAL			\$	41,616.76

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT MARCH 2025
(Bills paid in February 2025)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
5500000	Other Expense	Evoke Arts	1st half Brock Park	\$ 6,250.00
5500000	" " "	Home Depot	Supplies	\$ 14.83
5500000	" " "	Home Depot	Supplies	\$ 39.60
5500000	" " "	USBank	HomeDepot,Target,TractorSup., (Paintthe park, SpringExtrav.)	\$ 213.51
5500000	" " "	Evoke Arts	2nd half Brock Park	\$ 6,250.00
5500000	" " "	Evoke Arts	1st half Capehart	\$ 6,250.00
TOTAL				\$ 19,017.94

FIXED ASSETS

4201	Building Improvement	Concrete By 3 Brother	Planehaven	\$ 11,500.00
4202	Structures	O'Dell Engineering	Phase5,8,12	\$ 11,506.20
4202	" " "	Miracle Playsystem	Planehaven	\$ 87,818.24
4303	Equipment			\$ -
TOTAL				\$ 110,824.44

Total District Salaries	(MARCH 2 PAY DAY)	\$ 102,079.53
Total District EDD	(MARCH 2 PAY DAY)	\$ 444.95
Total District OASDI	(MARCH 2 PAY DAY)	\$ 7,719.64
		\$ 110,244.12

DISTRICT TOTALS

\$311,795.15

9429	Building Rentals			
9646	Rec Fees & Charges	Thurston, Molly	Refund Youth Dance	\$ 10.00
9646	" " "	Cook, Joe	Gym Rental	\$ 65.00
9646	" " "			

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

	A	B	C	D	E	F	G	H	
1		NORTH HIGHLANDS RECREATION & PARK DISTRICT							
2		REVENUE REPORT - MARCH 2025							
3									
4	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT	
5	FACILITY RENTALS								
6	9429	Community Center	\$35,000.00	3,642.50	(859.90)	20,849.60	14,150.40		
7	9429	Recreation Center	\$5,000.00	0.00	0.00	1,026.00	3,974.00		
8	9429	TOTAL	\$40,000.00	3,642.50	(859.90)	21,875.60	18,124.40	55%	
9									
10	LEASED PROPERTY								
11	9690	Strizek Lease	\$0.00	2,332.13	0.00	23,197.63	-23,197.63		
12	9690	Capehart Lease - Day Care	\$0.00	6,610.00	0.00	29,409.00	-29,409.00		
13	9690	Freedom Park Lease - Softball	\$0.00	5,625.00	0.00	32,250.00	-32,250.00		
14	9690	Sierra Creek	\$0.00	0.00	0.00	5,500.00	-5,500.00		
15	9690	TOTAL	\$120,000.00	14,567.13	0.00	90,356.63	29,643.37	75%	
16									
17	REVENUE, OTHER								
18	9790	Antelope Little League	\$0.00	1,025.00	0.00	1,025.00	-1,025.00		
19	9790	Bounce Check	\$0.00	0.00	0.00	40.00	-40.00		
20	9790	C.U.S.D. Reim Booster Conf.	\$0.00	0.00	0.00	0.00	0.00		
21	9790	Fulton El Camino Reim	\$0.00	0.00	0.00	778.23	778.23		
22	9790	NH Yth Soccer Club Team Fees	\$0.00	0.00	0.00	1,265.00	1,265.00		
23	9790	Per Capita Reim	\$0.00	0.00	0.00	40,992.00	40,992.00		
24	9790	Prop 68 Reim	\$0.00	0.00	0.00	80,904.00	80,904.00		
25	9790	Reim - CITI Home Depot	\$0.00	0.00	0.00	776.10	776.10		
26	9790	Reim - DLL Overpayment	\$0.00	0.00	0.00	186.27	-186.27		
27	9790	Reim Graham	\$0.00	0.00	0.00	32.81	-32.81		
28	9790	Reim SDFL Conference	\$0.00	0.00	0.00	775.00	-775.00		
29	9790	Stale Dated Checks	\$0.00	0.00	(491.98)	419.06	-419.06		
30	9790	USBank Incentive	\$0.00	353.31	0.00	968.23	-968.23		
31			\$587,187.00	1,378.31	(491.98)	128,161.70	459,025.30	22%	
32									
33	AQUATICS								
34	9646	Swim Lesson	\$8,640.00	0.00	0.00	0.00	8,640.00		
35	9646	Swim Team	\$0.00	0.00	0.00	0.00	0.00		
36		TOTAL	\$8,640.00	0.00	0.00	0.00	0.00	0%	
37									
38	DAY CARE PROGRAM								
39	9646	Dragon's Den	\$285,120.00	57,761.67	0.00	392,925.19	-107,805.19		
40	9646	Dragon's Den OCTOBER Camp	\$5,400.00	0.00	0.00	14,184.00	-8,784.00		
41	9646	Dragon's Den Intersession Camp	\$8,784.00	0.00	0.00	0.00	8,784.00		
42	9646	Dragon's Den Spring Camp	\$8,784.00	0.00	0.00	0.00	8,784.00		
43	9646	Dragon's Den Summer Camp	\$26,352.00	0.00	0.00	13,965.00	12,387.00		
44	9646	Fall Break Camp	\$4,500.00	0.00	0.00	2,250.00	2,250.00		
45	9646	TRUSD Midweek Mindbuilders	\$0.00	0.00	0.00	4,856.66	-4,856.66		
46	9646	Spring Break Camp	\$7,320.00	122.00	0.00	366.00	6,954.00		
47	9646	Summer Kids Camp	\$47,520.00	0.00	0.00	32,774.00	14,746.00		
48	9646	Winter Camp	\$0.00	0.00	0.00	0.00	0.00		
49		TOTAL	\$393,780.00	57,883.67	0.00	\$461,320.85	-67,540.85	117%	
50									
51	TODDLER PROGRAMS								
52	9646	Princess & Pastries	\$0.00	38.00	0.00	228.00	-228.00		
53	9646	Tot Spot 2 day session	\$160.00	0.00	0.00	537.00	-377.00		
54	9646	Tot Spot 3 Day session	\$720.00	0.00	0.00	480.00	240.00		
55	9646	Tots Music in the Park	\$0.00	0.00	0.00	288.00	-288.00		
56		TOTAL	\$880.00	\$38.00	\$0.00	\$1,533.00	-653.00	174%	
57									
58	SPECIAL EVENTS								
59	9646	Art in The Park Vendors	\$301.00	0.00	0.00	150.00	151.00		
60	9646	Breakfast with Santa	\$640.00	0.00	0.00	488.00	152.00		
61	9646	Craft Fair - Spring	\$1,500.00	0.00	0.00	0.00	1,500.00		
62	9646	Cupid Crew Dance	\$440.00	0.00	0.00	512.00	-72.00		
63	9646	Fall Workshop	\$0.00	0.00	0.00	300.00	-300.00		
64	9646	Fathers Day Nerf War Meal	\$100.00	0.00	0.00	0.00	100.00		
65	9646	Fathers Day Nerf War	\$320.00	0.00	0.00	0.00	320.00		
66	9646	Holiday Extrav. Ice Skating	\$80.00	0.00	0.00	0.00	80.00		
67	9646	Forrest of Lights	\$250.00	0.00	0.00	450.00	-200.00		
68	9646	Gingerbread House	\$80.00	0.00	0.00	40.00	40.00		
69	9646	Halloween Extrav. Vendors	\$180.00	0.00	0.00	150.00	30.00		
70	9646	Holiday Party Vendor	\$180.00	0.00	0.00	240.00	-60.00		
71	9646	Mothers Day KickBall	\$160.00	0.00	0.00	0.00	160.00		
72	9646	Spring Extra. Vendors	\$180.00	60.00	0.00	120.00	60.00		
73	9646	Summer Extrav. Vendors	\$180.00	0.00	0.00	40.00	140.00		
74	9646	Trivia Night - Fall	\$144.00	0.00	0.00	0.00	144.00		
75		TOTAL	\$4,735.00	60.00	0.00	2,490.00	2,245.00	53%	
76									
77									
78									

	A	B	C	D	E	F	G	H
79	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
80	CONTRACT CLASSES							
81	9646	Counseling Services	\$640.00	0.00	0.00	0.00	640.00	
82	9646	Play Well TEK LEGO	\$700.00	0.00	0.00	0.00	700.00	
83	9646	Teen Dance	\$5,760.00	240.00	0.00	4,810.00	950.00	
84	9646	Teen Self-Esteem	\$0.00	0.00	0.00	440.00	-440.00	
85	9646	Youth Art Classes	\$480.00	0.00	0.00	288.00	192.00	
86	9646	Youth Dance	\$7,680.00	320.00	0.00	5,580.00	2,100.00	
87		TOTAL	\$15,260.00	560.00	0.00	11,118.00	4,142.00	73%
88								
89	TEENS							
90	9646	3x3BBall	\$1,480.00	0.00	0.00	1,480.00	0.00	
91	9646	Basketball Camp - Summer	\$1,875.00	0.00	0.00	0.00	1,875.00	
92	9646	Teen Camp	\$5,280.00	0.00	0.00	7,200.00	-1,920.00	
93	9646	Teen Cooking	\$3,456.00	48.00	0.00	2,328.00	1,128.00	
94	9646	Teen Nights	\$1,216.00	0.00	0.00	475.00	741.00	
95	9646	Teen Volleyball Skills & Drills	\$832.00	0.00	0.00	1,014.00	-182.00	
96		TOTAL	\$14,139.00	48.00	0.00	12,497.00	1,642.00	88%
97								
98	GYM/PARK RENTALS							
99	9646	Birthday Parties	\$1,500.00	0.00	0.00	0.00	1,500.00	
100	9646	Gym Rental-Capehart/R.P.	\$20,625.00	3,775.00	0.00	31,343.75	-10,718.75	
101	9646	Park Rentals	\$10,000.00	2,670.00	0.00	7,935.00	2,065.00	
102		TOTAL	\$32,125.00	6,445.00	0.00	39,278.75	-7,153.75	122%
103								
104	YOUTH SPORTS							
105	9646	2nd-3rd Bball -Winter	\$3,330.00	149.00	0.00	2,702.00	628.00	
106	9646	4th-5th Bball -Winter	\$3,330.00	0.00	0.00	2,109.00	1,221.00	
107	9646	6th-7th Bball -Winter	\$3,330.00	0.00	0.00	2,035.00	1,295.00	
108	9646	Cheer	\$520.00	0.00	0.00	676.00	-156.00	
109	9646	DodgeBall	\$825.00	220.00	0.00	916.00	-91.00	
110	9646	Gotbuckets you Bball Camp	\$0.00	0.00	0.00	3,350.00	-3,350.00	
111	9646	Kickball	\$825.00	0.00	0.00	220.00	605.00	
112	9646	Princess & Pastries	\$285.00	0.00	0.00	0.00	285.00	
113	9646	PW Basketball	\$780.00	0.00	0.00	676.00	104.00	
114	9646	PW Sports	\$1,620.00	90.00	0.00	1,841.00	-221.00	
115	9646	Skills & Drills	\$0.00	0.00	0.00	144.00	-144.00	
116	9646	Superheros & Snacks	\$285.00	0.00	0.00	266.00	19.00	
117	9646	Workshop (Cooking, Misc.)	\$2,880.00	0.00	0.00	0.00	2,880.00	
118	9646	Youth Cooking	\$3,456.00	0.00	0.00	3,392.00	64.00	
119		TOTAL	\$21,466.00	459.00	0.00	18,327.00	3,139.00	85%
120								
121	ADULT SPORTS							
122	9646	Art Class	\$0.00	0.00	0.00	0.00	0.00	
123	9646	Basketball Leagues	\$1,320.00	0.00	0.00	0.00	1,320.00	
124	9646	Cornhole	\$100.00	0.00	0.00	0.00	100.00	
125	9646	Per Player Sports League	\$520.00	0.00	0.00	0.00	520.00	
126	9646	Pickle Ball	\$1,200.00	0.00	0.00	220.00	980.00	
127	9646	Volleyball	\$3,040.00	0.00	0.00	2,280.00	760.00	
128		TOTAL	\$6,180.00	0.00	0.00	2,500.00	3,680.00	40%
129								
130	SENIORS							
131	9646	Field Trips	\$420.00	140.00	0.00	350.00	70.00	
132	9646	Paint Class	\$0.00	0.00	0.00	0.00	0.00	
133		TOTAL	\$420.00	\$140.00	\$0.00	\$350.00	70.00	83%
134								
135	TAXES							
136	9101	Prop Tax - Secured	\$1,750,000.00	2.87	0.00	1,019,050.56	730,949.44	
137	9102	Prop Tax - Unsec	\$62,000.00	-78.21	637.31	69,328.08	-7,328.08	
138	9103	Supp Prop Tax	\$55,000.00	11.79	8927.78	21,310.64	33,689.36	
139	9104	Prop Tax Sec Delinquent	\$14,000.00	0.00	0.00	16,503.99	-2,503.99	
140	9105	Prop Tax Supp Delinquent	\$4,000.00	0.00	0.00	3,563.88	436.12	
141	9106	Prop tax Unitary	\$12,000.00	0.00	0.00	8,018.15	3,981.85	
142	9120	Prop Tax Secured Redemp	\$0.00	0.00	0.00	0.00	0.00	
143	9130	Prop Tax - Prior Unsec	\$500.00	0.00	60.02	770.58	-270.58	
144	9140	Prop Tax - Pently	\$250.00	54.29	48.65	225.37	24.63	
145	9196	RDA Residual	\$9,000.00	0.00	0.00	13,110.21	-4,110.21	
146	9199	Taxes Other	\$0.00	0.00	0.00	0.00	0.00	
147		TOTAL	\$1,906,750.00	-9.26	9673.76	1,151,881.46	754,868.54	60%
148								
149	INTEREST INCOME							
150	9410	Interest Income	\$35,000.00	0.00	0.00	17,093.00	17,907.00	
151		TOTAL	\$35,000.00	0.00	0.00	17,093.00	17,907.00	49%
152								
153	9522	Homeowner Prop Tax	\$13,000.00	0.00	0.00	6,310.27	6,689.73	
154		TOTAL	\$13,000.00	0.00	0.00	6,310.27	6,689.73	49%
155								
156								

	A	B	C	D	E	F	G	H
157	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
158	USE OF MONEY/PROPERTY							
159								
160	IN LIEU TAX							
161	9529	In Lieu Tax	\$2,000,000.00	22,531.20	0.00	49,308.70	1,950,691.30	
162		TOTAL	\$2,000,000.00	22,531.20	0.00	49,308.70	1,950,691.30	0%
163								
164	MISC. Revenue							
165	9530	Misc. Revenue	\$0.00	0.00	0.00	0.00	0.00	
166		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
167								
168	AID TO LOCAL GOVERNMENT							
169	9531	Aid to Local Government	\$0.00	0.00	0.00	0.00	0.00	
170		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
171								
172	REDEVELOPMENT FUNDS							
173	9533	Redevelopment Passthru	\$11,500.00	0.00	0.00	10,765.16	734.84	
174		TOTAL	\$11,500.00	0.00	0.00	10,765.16	734.84	94%
175								
176	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
177	9429	Building Rental	\$40,000	3,642.50	(859.90)	21,875.60	18,124.40	55%
178	9646	Rec Fees & Charges	\$497,625	65,633.67	0.00	549,414.60	-51,789.60	110%
179	9100	Taxes	\$1,906,750	-9.26	9673.76	1,151,881.46	754,868.54	60%
180	9410	Interest Income	\$35,000	0.00	0.00	17,093.00	17,907.00	49%
181	9522	Homeowner Prop Tax	\$13,000	0.00	0.00	6,310.27	6,689.73	49%
182	9529	In Lieu Tax	\$2,000,000	22,531.20	0.00	49,308.70	1,950,691.30	0%
183	9530	Misc. Revenue	\$0	0.00	0.00	0.00	0.00	0%
184	9531	Aid to Local Government	\$0	0.00	0.00	0.00	0.00	0%
185	9533	Redevelopment Funds	\$11,500	0.00	0.00	10,765.16	734.84	0%
186	9690	Lease Property	\$120,000	14,567.13	0.00	90,356.63	29,643.37	75%
187	9790	Revenue Other	\$587,187	1,378.31	(491.98)	128,121.70	459,065.30	22%
188		TOTAL	\$5,211,062	107,743.55	8,321.88	2,025,127.12	3,185,934.88	39%
189								
190		GENERAL RESERVED FUND	\$0					
191		CARRY OVER	\$572,859	0.00	0.00	0.00	0.00	0%
192								
193		TOTAL BUDGET	\$5,783,921	107,743.55	8,321.88	\$2,025,127	3,758,793.88	35%
194								
195		Scholarship		0.00				
196		Donations/Sponsorship		1350.00				
197		Field Deposit		0.00				
198		Bldg Deposit		2000.00				
199		Bldg Guards		810.00				
200				4160.00				
201								
202	2191	SMUD Reim - Something Extra		780.00				
203	2192	PG&E Reim - Something Extra		40.00				
204	2193	Republic Serv. Reim - Something		200.00				
205	2195	Sewage Reim - Something Extra		480.00				
206	2198	Water Reim - Something Extra		220.00				
207				1720.00				
208								
209		Total Revenue		113,623.55				
210								
211		Scholarship	\$0.00	0.00	0.00	11,679.41	-11,679.41	
212		Donations/Sponsorship	\$0.00	1,350.00	0.00	24,675.96	-24,675.96	
213		055000000	\$0.00	2,810.00	0.00	27,520.69	-27,520.69	
214		Contingency	\$200,000.00	0.00	0.00	48,000.00	152,000.00	
215		Park Dedication Acct 088L	\$0.00	0.00	0.00	857,194.44	-857,194.44	
216		Park Fees 346i	\$0.00	143,681.00	0.00	2,921,065.12	-2,921,065.12	
217		District Reserve Acct	\$0.00	0.00	0.00	2,160,216.00	-2,160,216.00	

	A	B	C	D	E	F	G
1	NORTH HIGHLANDS RECREATION & PARK DISTRICT						
2	EXPENDITURE REPORT - MARCH 2025						
3							
4	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
5	ADMINISTRATION						
6	SALARIES & BENEFITS						
7	1110	Administrator-Scott	156,182	12,047.84	114,434.48	41,747.52	73%
8	1110	Administrative Srv. Mngr.	91,416	7,035.08	66,813.26	24,602.74	73%
9	1110	Administrator - Larry	547	0.00	547.28	-0.28	100%
10	1122	Board of Directors	9,373	782.25	4,105.50	5,267.50	44%
11		Sub-Total	257,518	19,865.17	185,900.52	71,617.48	72%
12	1210	Retirement	19,808	0.00	14,483.87	5,324.13	73%
13	1220	OASDI	19,700	1,473.36	13,823.37	5,876.63	70%
14	1230	Insurance	39,460	3,418.84	29,165.44	10,294.56	74%
15	1240	Worker's Comp.	2,051	483.20	3,007.55	-956.55	147%
16	1250	Unemployment	509	0.00	224.00	285.00	44%
17		Sub-Total	81,526	5,375.40	60,704.23	20,823.77	74%
18		TOTAL	339,043	25,240.57	246,604.75	92,442.25	73%
19							
20	SERVICES & SUPPLIES						
21	2005	Ad/Leg	1,000	0.00	405.00	595.00	41%
22	2022	Bks/Subs	151	0.00	150.74	0.26	100%
23	2029	Bus Conf Exp	10,000	473.96	3,609.39	6,390.61	36%
24	2035	Educ/Trng	5,000	0.00	0.00	5,000.00	0%
25	2039	Empl Trans	2,000	0.00	0.00	2,000.00	0%
26	2051	Insurance	148,609	0.00	148,609.00	0.00	100%
27	2061	Memberships	13,000	0.00	12,899.00	101.00	99%
28	2076	Office Sups	12,000	648.49	7,952.53	4,047.47	66%
29	2081	Postage	2,000	0.00	5.58	1,994.42	0%
30	2085	Printing	700	0.00	726.37	-26.37	104%
31	2197	Tele & Teleg	18,540	1,194.41	13,012.50	5,527.50	70%
32	2261	Office Equip Mtn	9,500	0.00	7,316.67	2,183.33	77%
33	2275	Rents & Leases	9,777	826.16	8,305.93	1,471.07	85%
34	2332	Food Sups	2,500	0.00	1,685.76	814.24	67%
35	2444	Medical Supplies	500	0.00	135.87	364.13	27%
36	2505	Actg Svcs	36,400	0.00	27,035.36	9,364.64	74%
37	2531	Legal Svcs	30,000	3,750.47	23,642.86	6,357.14	79%
38	2591	Other Prof Svcs	16,700	459.99	11,730.87	4,969.13	70%
39	2813	Sales Tax Adjustment	0	0.00	0.00	0.00	0%
40	2819	Registration Service	51,309	3,000.00	5,061.00	46,248.00	0%
41	2880	PY Expenditure	0	0.00	0.00	0.00	0%
42	2898	Other Oper Exp	6,000	463.41	3,588.07	2,411.93	60%
43		TOTAL	375,686	10,816.89	275,872.50	99,813.50	73%
44							
45							
46	4202	Struct & Imp	2000000	11,506.20	120,934.82	1,879,065.18	6%
47	4303	Office Equipment	0	0.00	0.00	0	0%
48		TOTAL	2,000,000	11506.20	120,934.82	1,879,065.18	6%
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	A	B	C	D	E	F	G
58	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
59	RECREATION						
60	SALARIES & BENEFITS						
61	1110	Superintendent- Rachel	97,884	7,907.38	73,038.93	24,845.07	75%
62	1110	Supervisor-Kayla	80,583	6,258.76	58,697.47	21,885.53	73%
63	1110	Rec. Coordinator - Chris	60,834	4,725.54	44,314.18	16,519.82	73%
64	1110	Rec Coordinator - Kelly	61,392	4,288.92	35,213.56	26,178.44	57%
65	1110	Rec Site Specialist-Sarah	48,864	3,761.84	35,717.48	13,146.52	73%
66	1122	Part Time	364,459	21,379.64	197,994.99	166,464.01	54%
67	1122	Part Time Ases	0	0.00	0.00	0.00	0%
68		Sub-Total	714,016	48,322.08	444,976.61	269,039.39	62%
69	1210	Retirement	27,965	0.00	16,031.05	11,933.95	57%
70	1220	OASDI	54,622	3,664.24	33,883.11	20,738.89	62%
71	1230	Insurance	38,414	3,384.60	26,596.47	11,817.53	69%
72	1240	Worker's Comp	8,228	1,953.54	8,888.91	-660.91	108%
73	1250	Unemployment	13,981	132.86	2,570.95	11,410.05	18%
74		Sub-Total	143,210	9,135.24	87,970.49	55,239.51	61%
75		TOTAL	857,226	57,457.32	532,947.10	324,278.90	62%
76							
77	SERVICES & SUPPLIES						
78	2005	Ads/Leg Notice	0	0.00	0.00	0.00	0%
79	2022	Books/Subs	0	0.00	0.00	0.00	0%
80	2029	Business/Conf Exp	8,000	185.00	2,761.94	5,238.06	35%
81	2035	Educ/Trng	2,500	0.00	505.00	1,995.00	20%
82	2039	Empl Trans	2,000	235.36	1,804.34	195.66	90%
83	2061	Memberships	700	0.00	725.00	-25.00	104%
84	2065	Film Svcs	0	0.00	0.00	0.00	0%
85	2076	Office Sups	2,500	38.78	2,104.92	395.08	84%
86	2081	Postage	25,000	0.00	19,955.89	5,044.11	80%
87	2085	Printing	4,000	0.00	2,176.43	1,823.57	54%
88	2197	Tele & Teleg	1,680	131.67	1,052.77	627.23	63%
89	2261	Office Equip Mtn	2,500	0.00	2,333.28	166.72	93%
90	2314	Clothing	6,000	0.00	3,196.02	2,803.98	53%
91	2332	Food	12,500	285.41	6,342.83	6,157.17	51%
92	2444	Med Sups	1,000	0.00	477.30	522.70	48%
93	2591	Other Prof Svcs	6,000	142.20	4,078.58	1,921.42	68%
94	2851	Rec Svcs	50,000	2,163.83	35,495.89	14,504.11	71%
95	2852	Rec Sups	22,000	1,140.11	16,622.99	5,377.01	76%
96	2871	Transportation	3,300	0.00	3,402.00	-102.00	103%
97	2898	Other Oper Exp	0	0.00	0.00	0.00	0%
98			149,680	4,322.36	103,035.18	46,644.82	69%
99							
100	4202	Struct & Imp	0	0.00	0.00	0.00	0%
101			0	0.00	0.00	0.00	0%
102							
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	A	B	C	D	E	F	G
115	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
116	MAINTENANCE						
117	SALARIES & BENEFITS						
118	1110	Superintendent-Kevin	86,401	7,532.62	53,703.23	32,697.77	62%
119	1110	Supervisor - Sergio	81,324	6,258.76	59,438.16	21,885.84	73%
120	1110	Mtnc Worker II - Steve	61,199	2,056.15	39,648.04	21,550.96	65%
121	1110	Mtnc Wkr-Rodney	14,374	0.00	0.00	14,374.00	0%
122	1110	Mtnc Wkr-Schleeter	53,424	4,112.62	37,666.14	15,757.86	71%
123	1110	Mtnc Wkr-Barry	53,424	1,516.10	36,453.37	16,970.63	68%
124	1110	Mtnc Wkr-Simmons	53,424	4,112.62	39,049.89	14,374.11	73%
125	1110	Mtnc Wkr-Lee/Larry	47,094	5,435.92	26,263.56	20,830.44	56%
126	1122	PT Maintenance Wkr	10,000	1,480.00	4,884.00	5,116.00	49%
127	1122	Lead Facilities Monitor/Custodian	39,312	1,055.25	12,921.39	26,390.61	33%
128	1122	Weekday & Weekend Bldg Monitor	28,080	2,034.00	16,273.50	11,806.50	58%
129		Sub-Total	528,055	\$ 35,594.04	326,301.28	201,753.72	62%
130	1210	Retirement	36,053	0.00	19,231.61	16,821.39	53%
131	1220	OASDI	40,396	2,582.04	24,745.85	15,650.15	61%
132	1230	Insurance	92,999	3,784.18	56,919.19	36,079.81	61%
133	1240	Worker's Comp.	56,313	12,754.96	52,094.59	4,218.41	93%
134	1250	Unemployment	2,695	312.09	1,338.39	1,356.61	50%
135		Sub-Total	228,457	19,433.27	154,329.63	74,127.37	68%
136		TOTAL	756,512	55,027.31	480,630.91	275,881.09	64%
137	SERVICES & SUPPLIES						
138	2029	Bus & Conf. Exp.	3,000	140.00	140.00	2,860.00	0%
139	2035	Educ/Trng	0	0.00	0.00	0.00	0%
140	2039	Empl Trans	500	0.00	0.00	500.00	0%
141	2061	Memberships	150	0.00	0.00	150.00	0%
142	2076	Office Sups	1,000	0.00	69.01	930.99	7%
143	2104	Agri/Hort	2,500	28.55	314.63	2,185.37	13%
144	2111	Bldg Mtnc Svc	4,000	19.40	2,113.63	1,886.37	53%
145	2112	Bldg Mtnc Sups	10,000	739.15	7,854.88	2,145.12	79%
146	2122	Chem Sups	2,500	0.00	1,208.36	1,291.64	48%
147	2131	Elec Sys SVC	5,000	0.00	2,505.00	2,495.00	50%
148	2132	Elec Sys Sup	1,000	-53.81	1,144.24	-144.24	114%
149	2142	Land Imp Sup	20,000	1,933.27	9,189.52	10,810.48	46%
150	2162	Paint Sups	1,200	598.44	1,235.23	-35.23	103%
151	2168	Plumbing Sups	10,000	0.00	5,268.73	4,731.27	53%
152	2191	Electricity	47,000	4,277.38	43,322.14	3,677.86	92%
153	2192	Natural Gas	7,000	707.36	3,946.78	3,053.22	56%
154	2193	Refuse	10,000	521.14	7,534.01	2,465.99	75%
155	2195	Sewage	7,000	-497.01	4,526.68	2,473.32	65%
156	2197	Tele/Teleg	2,000	102.88	888.72	1,111.28	44%
157	2198	Water	120,000	4,923.65	102,931.27	17,068.73	86%
158	2205	Auto Mtnc Svc	16,000	879.44	12,770.55	3,229.45	80%
159	2211	Constr Equip Svc	6,000	0.00	2,459.22	3,540.78	41%
160	2226	Expend Tools	4,500	0.00	3,035.34	1,464.66	67%
161	2236	Fuels & Lubes	12,000	0.00	2,116.70	9,883.30	18%
162	2275	Rents & Leases	15,000	224.02	7,984.75	7,015.25	53%
163	2281	Shop Equip Svc	1,500	0.00	832.50	667.50	56%
164	2292	Other Equip	10,000	0.00	3,792.65	6,207.35	38%
165	2314	Clothing	4,000	53.81	2,304.09	1,695.91	58%
166	2322	Cust Sup	21,000	965.33	14,416.29	6,583.71	69%
167	2444	Medical Sup	300	0.00	302.86	-2.86	101%
168	2591	Other Prof Svc	100,000	7,904.52	79,406.88	20,593.12	79%
169		TOTAL	444,150	23,467.52	323,614.66	120,535.34	73%
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	A	B	C	D	E	F	G
172	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
173	FIXED ASSETS						
174	4201	Building Improvement	90,000	11,500.00	90,000.00	0.00	100%
175	4202	Structures & Imp	245,000	87,818.24	87,818.24	157,181.76	36%
176	4303	Other Equip	40,000	0.00	39,308.01	691.99	98%
177			375,000	99,318.24	217,126.25	157,874	58%
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229	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
230		DISTRICT TOTALS					
231		SALARIES & BENEFITS					
232	1110	FULL TIME SALARIES	1,048,365	73,288.31	720,999.03	327,365.97	69%
233	1122	PART TIME SALARIES	451,222	26,731.14	236,179.38	215,042.62	52%
234	1210	RETIREMENT	83,826	0.00	49,746.53	34,079.47	59%
235	1220	OASDI	114,718	7,719.64	72,452.33	42,265.67	63%
236	1230	INSURANCE	170,872	10,587.62	112,681.10	58,190.90	66%
237	1240	WORKER'S COMP	66,591	15,191.70	63,991.05	2,599.95	96%
238	1250	UNEMPLOYMENT	17,184	444.95	4,133.34	13,050.66	24%
239	1000	SALARIES/BENEFITS	1,952,781	137,725.20	1,260,182.76	692,598.24	65%
240							
241		SERVICES & SUPPLIES					
242	2005	AD/LEGAL NOTICE	1,000	140.00	405.00	595.00	41%
243	2022	BOOKS/SUBS	151	0.00	150.74	0.26	100%
244	2029	BUS/CONF EXP	21,000	658.96	6,511.33	14,488.67	0%
245	2035	EDUC/TRNG	7,500	0.00	505.00	6,995.00	7%
246	2039	EMPLOY TRANS	4,500	235.36	1,804.34	2,695.66	0%
247	2051	INSURANCE	148,609	0.00	148,609.00	0.00	100%
248	2061	MEMBERSHIPS	13,850	0.00	13,624.00	226.00	98%
249	2076	OFFICE SUPS	15,500	687.27	10,126.46	5,373.54	65%
250	2081	POSTAGE	27,000	0.00	19,961.47	7,038.53	74%
251	2085	PRINTING	4,700	0.00	2,902.80	1,797.20	62%
252	2104	AGRI/HORT	2,500	28.55	314.63	2,185.37	13%
253	2111	BLDG MTNC SVC	4,000	19.40	2,113.63	1,886.37	53%
254	2112	BLDG MTNC SUP	10,000	739.15	7,854.88	2,145.12	79%
255	2122	CHEM SUPS	2,500	0.00	1,208.36	1,291.64	48%
256	2131	ELEC MTNC SVC	5,000	0.00	2,505.00	2,495.00	50%
257	2132	ELEC MTNC SUP	1,000	-53.81	1,144.24	-144.24	114%
258	2142	LAND IMP SUP	20,000	1,933.27	9,189.52	10,810.48	46%
259	2162	PAINTING SUPS	1,200	598.44	1,235.23	-35.23	103%
260	2168	PLUMBING SUPS	10,000	0.00	5,268.73	4,731.27	53%
261	2191	ELECTRICITY	47,000	4,277.38	43,322.14	3,677.86	92%
262	2192	NATURAL GAS	7,000	707.36	3,946.78	3,053.22	56%
263	2193	REFUSE	10,000	521.14	7,534.01	2,465.99	75%
264	2195	SEWAGE	7,000	-497.01	4,526.68	2,473.32	65%
265	2197	TELE/TELEG	22,220	1,428.96	14,953.99	7,266.01	67%
266	2198	WATER	120,000	4,923.65	102,931.27	17,068.73	86%
267	2205	AUTO MTNC SVC	16,000	879.44	12,770.55	3,229.45	80%
268	2211	CONSTR EQUIP SVC	6,000	0.00	2,459.22	3,540.78	41%
269	2226	EXPEND TOOLS	4,500	0.00	3,035.34	1,464.66	67%
270	2236	FUELS / LUBES	12,000	0.00	2,116.70	9,883.30	18%
271	2261	OFF EQUIP MTNC	12,000	0.00	9,649.95	2,350.05	80%
272	2275	RENTS/LEASES	24,777	1,050.18	16,290.68	8,486.32	66%
273	2281	SHOP EQUIP SVCS	1,500	0.00	832.50	667.50	56%
274	2292	OTHER EQUIP SUPS	10,000	0.00	3,792.65	6,207.35	38%
275	2314	CLOTHING	10,000	53.81	5,500.11	4,499.89	55%
276	2322	CUST SUP	21,000	965.33	14,416.29	6,583.71	69%
277	2332	FOOD SUPS	15,000	285.41	8,028.59	6,971.41	54%
278	2444	MED SUPS	1,800	0.00	916.03	883.97	51%
279	2505	ACCOUNT SVC	36,400	0.00	27,035.36	9,364.64	74%
280	2531	LEGAL SVC	30,000	0.00	23,642.86	6,357.14	79%
281	2591	OTHER PROF SVCS	122,700	591.66	95,216.33	27,483.67	78%
282	2813	SALES TAX ADJUST.	0	0.00	0.00	0.00	0%
283	2819	REGISTRATION SVC	51,309	0.00	5,061.00	46,248.00	0%
284	2851	RECREATION SVC	50,000	2,163.83	35,495.89	14,504.11	71%
285							

	A	B	C	D	E	F	G
286	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
287	2852	RECREATION SUP	22,000	1,140.11	16,622.99	5,377.01	76%
288	2871	TRANSPORTATION	3,300	0.00	3,402.00	-102.00	103%
289	2880	PY EXPEND	0	0.00	0.00	0.00	0%
290	2898	OTHER OPER EXP	6,000	463.41	3,588.07	2,411.93	60%
291	2000	SERVICES/SUPPLIES	969,516	38,606.77	702,522.34	266,993.66	72%
292							
293	FIXED ASSETS						
294	4201	Building IIM	90,000	11,500.00	90,000.00	0.00	0%
295	4202	STRUCT & IMP	2,245,000	99,324.44	208,753.06	2,036,246.94	0%
296	4303	EQUIPMENT	40,000	0.00	39,308.01	691.99	0%
297	4000	FIXED ASSETS	2,375,000	110,824.44	338,061.07	2,036,939	0%
298							
299							
300	1000	SALARIES & BENE	1,952,781	137,725.20	1,260,182.76	692,598.24	65%
301							
302	2000	SERVICES & SUPP	969,516	38,606.77	702,522.34	266,993.66	72%
303							
304	4000	FIXED ASSETS	2,375,000	110,824.44	338,061.07	2,036,939	14%
305							
306		CONTINGENCY	200,000	0.00	48,000.00	152,000.00	24%
307							
308		RESERVE	640,544	0.00	0.00	0.00	0%
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311		TOTAL	6,137,841	287,156.41	2,348,766.17	3,148,531	38%
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NORTH HIGHLANDS RECREATION & PARK DISTRICT
CFD BILLING REPORT APRIL 2025
(Bills paid in March 2025)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
<u>BENEFITS</u>				
1210	Retirement	VOYA	Mar-25	\$ -
1230	Insurance	CALIFORNIA CHOICE	Mar-25	\$ 1,192.26
1230	" " "	COPOWER	Mar-25	\$ 85.50
1240	Workers' Comp	CAPRI	4th Qtr	\$ 1,374.55
	Total			\$ 2,652.31
 <u>SERVICES & SUPPLIES</u>				
2191	Electric	SMUD	6696230 7955 Bing Drive PED	\$ 40.40
2191	" " "	SMUD	6696231 7931 Scotland Dr PED	\$ 40.40
2193	Refuse	Republic Service	3929 Karl, 7916 Aztec Way, 6040 Watt	\$ 100.00
2198	Water	CA/American	Cherry Blossom Park 7930 Little Plum IRRG	\$ 124.16
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive	\$ 72.87
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive IRRG	\$ 119.63
2198	" " "	CA/American	Cherry Blossome Park 2794 Napoleon IRRG	\$ 119.04
	TOTAL			\$ 616.50
 <u>FIXED ASSETS</u>				
4201	Building Improvement			\$ -
4202	Structures			\$ -
4303	Equipment			\$ -
	TOTAL			\$ -
 Total District Salaries (MARCH 2 PAY DAY) \$ 4,112.62				
Total District EDD (MARCH 2 PAY DAY) \$ -				
Total District OASDI (MARCH 2 PAY DAY) \$ 314.62				
\$ 4,427.24				
 DISTRICT TOTALS				 \$7,696.05

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

	A	B	C	D	E	F	G	H
1		NORTH HIGHLANDS RECREATION & PARK DISTRICT - CHERRY BLOSSOM PARK						
2		REVENUE REPORT - MARCH 2025						
3								
4	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
5	TAXES							
6	9101	Prop Tax - Secured	\$0.00	0.00	0.00	0.00	0.00	
7	9102	Prop Tax - Unsec	\$0.00	0.00	0.00	0.00	0.00	
8	9103	Supp Prop Tax	\$0.00	0.00	0.00	0.00	0.00	
9	9104	Prop Tax Sec Delinquent	\$0.00	0.00	0.00	0.00	0.00	
10	9105	Prop Tax Supp Delinquent	\$0.00	0.00	0.00	0.00	0.00	
11	9106	Prop tax Unitary	\$0.00	0.00	0.00	0.00	0.00	
12	9120	Prop Tax Secured Redemp	\$0.00	0.00	0.00	0.00	0.00	
13	9130	Prop Tax - Prior Unsec	\$0.00	0.00	0.00	0.00	0.00	
14	9140	Prop Tax - Pently	\$0.00	0.00	0.00	0.00	0.00	
15	9196	RDA Residual	\$0.00	0.00	0.00	0.00	0.00	
16		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
17								
18	INTEREST INCOME							
19	9410	Interest Income	\$1,500.00	0.00	0.00	821.00	679.00	
20		TOTAL	\$1,500.00	0.00	0.00	821.00	679.00	55%
21								
22	CONCESSION OTHER		\$0.00	0.00	0.00	0.00	0.00	
23	9490	Concession Other	\$0.00	0.00	0.00	0.00	0.00	
24		TOTAL						
25								
26	USE OF MONEY/PROPERTY							
27	9522	Homeowner Prop Tax	\$0.00	0.00	0.00	0.00	0.00	
28		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
29								
30	IN LIEU TAX							
31	9529	In Lieu Tax	\$0.00	0.00	0.00	0.00	0.00	
32		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
33								
34	MISC. Revenue							
35	9530	Misc. Revenue	\$0.00	0.00	0.00	0.00	0.00	
36		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
37								
38	AID TO LOCAL GOVERNMENT							
39	9531	Aid to Local Government	\$0.00	0.00		0.00	0.00	
40		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
41								
42	REDEVELOPMENT FUNDS							
43	9533	Redevelopment funds	\$0.00	0.00	0.00	0.00	0.00	
44		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
45								
46	STATE AID							
47	9569	State Aid	\$0.00	0.00	0.00	0.00	0.00	
48		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
49								
50	SPECIAL ASSESSMENT							
51	9603	Special Assessment	\$136,765.00	0.00	0.00	70,427.06	66,337.94	
52		TOTAL	\$136,765.00	0.00	0.00	70,427.06	66,337.94	51%
53								
54	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
55								
56	9100	Taxes	\$0	0.00	0.00	0.00	0.00	0%
57	9410	Interest Income	\$1,500	0.00	0.00	62.00	1,438.00	0%
58	9490	Concession Other	\$0	0.00	0.00	0.00	0.00	0%
59	9522	Homeowner Prop Tax	\$0	0.00	0.00	0.00	0.00	0%
60	9529	In Lieu Tax	\$0	0.00	0.00	0.00	0.00	0%
61	9530	Misc. Revenue	\$0	0.00	0.00	0.00	0.00	0%
62	9531	Aid to Local Government	\$0	0.00	0.00	0.00	0.00	0%
63	9533	Redevelopmnet Funds	\$0	0.00	0.00	0.00	0.00	0%
64	9569	State Aid	\$0	0.00	0.00	0.00	0.00	0%
65	9603	Special Assessment	\$136,765	0.00	0.00	70,427.06	66,337.94	51%
66								
67		TOTAL	\$138,265	0.00	0.00	70,489.06	67,775.94	51%
68								
69		GENERAL RESERVED FUND	\$63,476	0.00	0.00	0.00	63,476.00	0%
70		CARRY OVER						
71								
72		TOTAL BUDGET	\$201,741	0.00	0.00	\$70,489	131,251.94	35%
73								
74		Contingency	\$25,000.00	0.00	0.00	0.00	25,000.00	
75								
76								

	A	B	C	D	E	F	G
1	NORTH HIGHLANDS RECREATION & PARK DISTRICT - CHERRY BLOSSOM PARK						
2	EXPENDITURE REPORT - MARCH 2025						
3							
4	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
5	ADMINISTRATION						
6	SERVICES & SUPPLIES						
7	2005	Adv/Legal Notice	200	0.00	0.00	200.00	0%
8	2505	Actg Svcs	2,500	0.00	2,500.00	0.00	100%
9	2591	Other Prof Svcs	10,190	0.00	9,695.00	495.00	95%
10		TOTAL	12,890	0.00	12,195.00	695.00	95%
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58	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
59	MAINTENANCE						
60	SALARIES & BENEFITS						
61	1110	Mtnc Wkr-	39,050	4,112.62	39,049.89	0.11	100%
62	1122	PT Wkr-Seasonal	15,000	0.00	14,210.15	789.85	95%
63		Sub-Total	54,050	\$ 4,112.62	53,260.04	789.96	99%
64	1210	Retirement	3,124	0.00	3,123.99	0.01	100%
65	1220	OASDI	4,135	314.62	4,074.39	60.61	99%
66	1230	Insurance	10,896	1,277.76	10,633.24	262.76	98%
67	1240	Worker's Comp.	5,274	1,374.55	6,572.95	-1,298.95	125%
68	1250	Unemployment	490	0.00	112.00	378.00	23%
69		Sub-Total	23,920	2,966.93	24,516.57	-596.57	102%
70		TOTAL	77,969	7,079.55	77,776.61	192.39	100%
71	SERVICES & SUPPLIES						
72	2104	Agri/Hort	2,000	0.00	0.00	2,000.00	0%
73	2111	Bldg Mtnc. Svcs	200	0.00	0.00	200.00	0%
74	2122	Chemical Supplies	150	0.00	0.00	150.00	0%
75	2142	Land Imp Supplies	1,500	0.00	0.00	1,500.00	0%
76	2191	Electricity	900	80.80	708.13	191.87	79%
77	2193	Refuse	1,000	100.00	900.00	100.00	90%
78	2198	Water	40,000	435.70	27,576.03	12,423.97	69%
79	2205	Auto Mtnc Svc	750	0.00	556.30	193.70	74%
80	2211	Constr Equip. Svc	150	0.00	0.00	150.00	0%
81	2226	Expend Tools	300	0.00	0.00	300.00	0%
82	2236	Fuels & Lubes	2,000	0.00	1,500.00	500.00	75%
83	2275	Rents & Leases	500	0.00	0.00	500.00	0%
84	2281	Shop Equip Serv.	100	0.00	0.00	100.00	0%
85	2292	Other Equip Sups	1,000	0.00	0.00	1,000.00	0%
86	2314	Clothing	300	0.00	0.00	300.00	0%
87	2444	Medical Supplies	200	0.00	0.00	200.00	0%
88	2591	Other Prof Svc	2,500	0.00	0.00	2,500.00	0%
89		TOTAL	53,550	616.50	31,240.46	22,309.54	58%
90							
91							
92	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
93	FIXED ASSETS						
94	4201	Building Improvement	0	0.00	0.00	0.00	0%
95	4202	Structures & Imp	4,000	0.00	0.00	4,000.00	0%
96	4303	Other Equip	0	0.00	0.00	0.00	0%
97			4,000	0.00	0.00	4,000.00	0%
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	A	B	C	D	E	F	G
113	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
114		DISTRICT TOTALS					
115		SALARIES & BENEFITS					
116	1110	FULL TIME SALARIES	39,050	4,112.62	39,049.89	0.11	100%
117	1122	PART TIME SALARIES	15,000	0.00	14,210.15	789.85	95%
118	1210	RETIREMENT	3,124	0.00	3,123.99	0.01	100%
119	1220	OASDI	4,135	314.62	4,074.39	60.61	99%
120	1230	INSURANCE	10,896	1,277.76	10,633.24	262.76	98%
121	1240	WORKER'S COMP	5,274	1,374.55	6,572.95	-1,298.95	125%
122	1250	UNEMPLOYMENT	490	0.00	112.00	378.00	23%
123	1000	SALARIES/BENEFITS	77,969	7,079.55	77,776.61	192.39	100%
124							
125		SERVICES & SUPPLIES					
126	2005	Adv/Legal Notice	200	0.00	0.00	200.00	0%
127	2104	AGRI/HORT	2,000	0.00	0.00	2,000.00	0%
128	2111	Bldg Mtnc. Svcs	200	0.00	0.00	200.00	0%
129	2122	Chemical Supplies	150	0.00	0.00	150.00	0%
130	2142	Land Imp Supplies	1,500	0.00	0.00	1,500.00	0%
131	2191	ELECTRICITY	900	80.80	708.13	191.87	79%
132	2193	REFUSE	1,000	100.00	900.00	100.00	90%
133	2198	WATER	40,000	435.70	27,576.03	12,423.97	69%
134	2205	Auto Mtnc Svc	750	0.00	556.30	193.70	74%
135	2211	Constr Equip. Svc	150	0.00	0.00	150.00	0%
136	2226	Expend Tools	300	0.00	0.00	300.00	0%
137	2236	FUELS / LUBES	2,000	0.00	1,500.00	500.00	75%
138	2275	Rents & Leases	500	0.00	0.00	500.00	0%
139	2281	Shop Equip Serv.	100	0.00	0.00	100.00	0%
140	2292	Other Equip Sups	1,000	0.00	0.00	1,000.00	0%
141	2314	Clothing	300	0.00	0.00	300.00	0%
142	2444	Medical Supplies	200	0.00	0.00	200.00	0%
143	2505	Accounting	2,500	0.00	2,500.00	0.00	100%
144	2591	OTHER PROF SVCS	12,690	0.00	9,695.00	2,995.00	76%
145	2000	SERVICES/SUPPLIES	66,440	616.50	43,435.46	23,004.54	65%
146							
147		FIXED ASSETS					
148	4201	Building IIM	0	0.00	0.00	0.00	0%
149	4202	STRUCT & IMP	4,000	0.00	0.00	4,000.00	0%
150	4303	EQUIPMENT	0	0.00	0.00	0.00	0%
151	4000	FIXED ASSETS	4,000	0.00	0.00	4,000.00	0%
152							
153							
154	1000	SALARIES & BENE	77,969	7,079.55	77,776.61	192.39	100%
155							
156	2000	SERVICES & SUPP	66,440	616.50	43,435.46	23,004.54	65%
157							
158	4000	FIXED ASSETS	4,000	0.00	0.00	4,000.00	0%
159							
160		CONTINGENCY	25,000	0.00	11,154.00	13,846.00	0%
161			0				
162		RESERVE	28,333	0.00	0.00	0.00	0%
163							
164							
165		TOTAL	201,741	7,696.05	132,366.07	41,043	66%
166							
167							
168							
169							

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Joanna McVay, Chairperson
Board of Directors

FROM: Scott Graham, Administrator

DATE: April 10, 2025

SUBJECT: Policy Revisions

- Policy 2140 Hardship Leave Contribution Policy
- Policy 4110 Board Compensation
- Policy 4070.2, 3, 4, 5 Standing Committee Meeting Schedule

Background:

At the September 12, 2024 Board of Directors meeting, Member McVay, who chaired the Personnel and Policy Standing Committee at the time, presented to the Board recommendations to the full Board that addressed suggested policy revisions to consider. Chairperson Harding then directed staff to add this matter to upcoming Board meeting agendas to address recommended changes to various District policies. Since then, the Board of Directors have revised and clarified several policies.

Discussion:

Attached to this report are proposed changes, clarifications and revisions to three District policies for Board discussion and consideration.

Recommendation:

That the Board of Directors discuss/ approve revisions to policies 2140, 4110 and 4070.2, 3, 4, 5.

POLICY TITLE: HARDSHIP LEAVE CONTRIBUTION POLICY

POLICY NUMBER: 2140

2140.1 A regular full time or regular part time District employee may transfer accrued vacation and/or sick leave hours to another regular full time or regular part time district employee who is on or anticipating being on approved leave time. The District Administrator will be responsible for approving an employee's eligibility for using donated hardship contributions. Donated hours will only be used when a staff member has exhausted all vacation, sick and compensatory leave balances. Donated hours will not exceed five (5) days or forty (40) hours in any six (6) month period.

Donated leave hours will be transferred as straight hours by the donor and will be paid to the donee at the donee's salary rate. Leave hours, when used, will be treated as taxable income to the recipient of the hours.

Each division head will ensure that no pressure, either implicit or explicit, is placed on any district staff member to make a donation. Any pressure, either implicit or explicit, toward any employee to make a donation will be considered harassment.

No solicitation for the donation of hours will be made by any employee. Requests for donations to affected employees will be made to the District Administrator or his or her assigned staff. The request will then be posted on employee bulletin boards and distributed to staff.

No additional State Disability Benefit or Worker's Compensation will be paid to any employee that exceeds 100% of the donee's regular gross pay. If the donee does not use the donated time, it will be transferred back to the donor upon the donee's return to work. Non-district income for any State Disability or Worker's Compensation benefit may be paid simultaneously along with employee's wages but may not exceed 100% of the employee's regular gross pay.

Proposed revisions:

1. Donated hours will not exceed five days or 40 hours **per employee** who chooses to donate leave hours.
2. Allow the District Administrator, on a case-by-case basis, to **accept more than 40 hours** of donated leave on behalf of the requesting employee from any employee who wishes to donate more than 40 hours.

POLICY TITLE:

BOARD COMPENSATION

POLICY NUMBER: 4110

4110.1 Board members' compensation shall be limited to \$100 per regular and/or special Board meeting, and \$50 for Committee meetings; not to exceed \$100 per day and/or \$300 per month, per director. (Revised 4/18)

Proposed Revision:

4110.1 Board members' compensation shall be subject to a 5% annual increase, as approved at the April 18, 2023, Board of Directors meeting. The increase shall be applied to the current Board compensation rates in effect at the time of each adjustment, which were initially set at \$100 per regular and/or special Board meeting and \$50 per Committee meeting, not to exceed \$100 per day and \$300 per month per director.

POLICY TITLE:

COMMITTEES

POLICY NUMBER: 4070

4070.1 The following standing committees shall be appointed annually by the Chairperson: Budget, Finance and Audit; Facility Development; Personnel and Policy; and Program, Fees, and Charges. Each committee shall consist of two members of the Board. The committees act, when necessary, on specific issues. Each committee will submit a written report each month if the Committee has had a properly agenda Committee meeting that month. If there has not been a Committee meeting during the month that committee report will not be included on the agenda. Listed below is a brief outline of the responsibilities of the committees. The chairperson shall not serve on a committee.

4070.2 Budget, Finance and Audit Committee: Study and recommend the following:

1. Fiscal year Budget.
2. Monthly financial expenditures.
3. All items relating to District financial matters such as bonds, grants, loans, etc.

Revision: Meet at a minimum bi-annually. The committee chair schedule more meeting as needed.

4070.3 Facility Development Committee: Study and recommend the following:

1. Acquisition of new sites.
2. Type of facilities that should be planned for new sites.
3. Joint planning and development programs.
4. Additional facility needs and development of present parks.
5. Final acceptance of facilities and/or developments.
6. Items for the fiscal capital outlay budget.

Revision: Meet at a minimum bi-annually. The committee chair can schedule more meetings as needed. Add item seven: Facility standards.

4070.4 Personnel and Policy Committee: Study and recommend the following:

1. Personnel policies on salary, sick leave, vacation, holidays, emergency leave, etc.
2. Salary schedule. (rev. 10/22)
3. Job description.
4. Recruiting, testing, training, and evaluation procedures.

Revision: Meet at a minimum quarterly. The committee chair can schedule more meetings as needed. The policy manual is to be reviewed annually with recommendations submitted to the District Administrator.

4070.5 Program, Fees, and Charges Committee: Study and recommend the following:

1. Recreation programs and facility use policies.

2. Review fees and charges.
3. Review proposed co-sponsorship programs.

Revision: Meet at a minimum quarterly. The committee chair can schedule more meetings as needed.

4070.6 Function: All business requiring further study will be referred to the proper committee for report and recommendation to the Board as a whole for action.

Under no circumstances is a committee or any member of that committee to take any action or make any statements committing the Board as a whole.

The District Administrator or his designee shall attend all meetings of each Board committee and shall act in an advisory and support capacity.

As part of the Board meeting, the Chairperson of each committee shall inform the chairperson of the Board as to the Business, if any, including committee recommendations resulting from the committee meeting.

(Revised 7/13/17)

